

Dances of Universal Peace International

Minutes - Board of Directors – Tuesday, February 9, 2016, 3 pm MST

Board Members Present: Arjun Jorge Calero, Andrew Rashid Hall, Darvesha Victoria MacDonald (chair), Kabir Stuart McKinnon, Zarifah Spain, Maris Warrior; Munir Peter Reynolds (Director-elect),

Staff Present: Edmund Aziz Dixon (Executive Director), Martha Bracken (Office Assistant)

*Toward the One,
the Perfection of Love, Harmony and Beauty, the Only Being;
United with all the Illuminated Souls who form the Embodiment of the Master,
the Spirit of Guidance.*

The agenda and background information had been circulated. Darvesha welcomed everyone and invited us to begin with the Invocation.

1. Minutes of the BoD meeting held December 1, 2015

Munir moved, seconded by Zarifah, that the Minutes of the Board meeting of December 1, 2015 be approved. Carried unanimously.

2. 2015 Financial Reports

Aziz had distributed the following financial statements in advance of the meeting, also the annual statistics of Leaders Guild membership, filed/presented with these minutes.

Dances of Universal Peace International Sources and Uses of Funds Statement January 1 – December 31, 2015

				2016
	<u>Jan - Dec 15</u>	<u>Budget</u>	<u>% of Budget</u>	<u>Budget</u>
Ordinary Income/Expense				
Income				
Investments				
Interest-Savings, Short-term CD	44.67	100.00	44.67%	100.00
Total Investments	44.67	100.00	44.67%	100.00
Revenue - Current Year				
Donations	6,908.94	3,000.00	230.3%	3,000.00
LG Fees - Regions	23,038.06	24,500.00	94.03%	24,500.00
LG Fees - World Wide Region	3,385.68	5,000.00	67.71%	5,000.00
Royalty Income	0.00	0.00	0.0%	
Sales	1,573.97	600.00	262.33%	600.00

Total Revenue - Current Year	34,906.65	33,100.00	105.46%	33,100.00
Revenue Prior Yr Inc				
Fee Support Fund	1,640.00	1,800.00	91.11%	1,800.00
Programs	<u>0</u>	<u>1,955.00</u>	<u>0%</u>	<u>1,955.00</u>
Total Revenue Prior Yr Inc	<u>1,640.00</u>	<u>3,755.00</u>	<u>43.68%</u>	<u>3,755.00</u>
Total Income	36,591.32	36,955.00	99.02%	36,955.00
Cost of Goods Sold				
Cost of Goods Sold	<u>768.24</u>	<u>75.00</u>	<u>1,024.32%</u>	<u>75.00</u>
Total COGS	<u>768.24</u>	<u>75.00</u>	<u>1,024.32%</u>	<u>75.00</u>
Gross Profit	35,823.08	36,880.00	97.13%	36,880.00
Expense				
Accounting				
Financial advisor	0.00	50	0%	50.00
QuickBooks payroll service	382.16	375.00	101.91%	375.00
Tax preparer	<u>0.00</u>	<u>75.00</u>	<u>0.0%</u>	<u>75.00</u>
Total Accounting	382.16	500.00	76.43%	500.00
Contract Labor				
Community Coordinator	759.94	900.00	84.44%	900.00
Guidance Council Chair	<u>5,776.00</u>	<u>5,776.00</u>	<u>100.0%</u>	<u>5,776.00</u>
Total Contract Labor	6,535.94	6,676.00	97.9%	6,676.00
Employee wages				
Executive Director	12,000.00	12,000.00	100.0%	12,000.00
Office Assistant	<u>6,500.04</u>	<u>6,500.00</u>	<u>100.0%</u>	<u>6,500.00</u>
Total Employee wages	18,500.04	18,500.00	100.0%	18,500.00
IN Website Construction				
Technical Designer	1,147.50	1,000.00	114.75%	1,000.00
z-Misc & Contingency	<u>0.00</u>	<u>500.00</u>	<u>0.0%</u>	<u>500.00</u>
Total IN Website Construction	1,147.50	1,500.00	76.5%	1,500.00
Office Expenses				
Equipment	284.70	150.00	189.8%	150.00
Internet Services	1,540.50	1,500.00	102.7%	1,500.00
Office Supplies and fees	1277.24	800.00	159.66%	800.00
Payroll Expenses	2,059.51	2,500.00	82.38%	2,500.00

Photocopying	24.44	75.00	32.59%	75.00
Postage	407.29	200.00	203.65%	200.00
Rent	300.00	378.00	79.37%	378.00
Telephone	1,632.00	1,700.00	96.0%	1,700.00
Office Expenses - Other				0.00
Total Office Expenses	7,526.68	7,303.00	103.05%	7,303.00
Project Budgets				
Fundraising Development	0.00	0.00	0.0%	0.00
Guidance Council Initiatives	800.00	800.00	100.0%	800.00
Translation Projects	845.00	1,000.00	84.5%	1,000.00
Total Project Budgets	1,645.00	1,800.00	91.39%	1,800.00
Royalty Expense	101.00	101.00	100.0%	101.00
z-Contingency Fund	0.00	500.00	0.0%	500.00
Total Expense	35,837.32	36,880.00	97.17%	36,880.00
Net Ordinary Income	-14.24	0.00	100.0%	0.00

**Dec 31,
2015**

ASSETS

Current Assets

Checking/Savings

Key Bank checking 15,778.51

Key Bank Money Market 550.14

UrbanPartnershipBank MoneyMarkt 22,225.23

Total Checking/Savings 38,553.88

Accounts Receivable 4,033.00

Other Current Assets

Inventory 971.24

Total Other Current Assets 971.24

Total Current Assets 43,558.12

TOTAL ASSETS 43,558.12

LIABILITIES & EQUITY

Liabilities

Current Liabilities	
Other Current Liabilities	
Payroll Liabilities	2,055.96
Sales Tax Payable	<u>-12.41</u>
Total Other Current Liabilities	<u>2,043.55</u>
Total Current Liabilities	<u>2,043.55</u>
Total Liabilities	2,043.55
Equity	
Fund Balances	
Prior Years Unrestricted Funds	<u>41,028.81</u>
Total Fund Balances	41,028.81
Unrestricted Net Assets	500.00
Net Income	<u>-14.24</u>
Total Equity	<u>41,514.57</u>
TOTAL LIABILITIES & EQUITY	<u><u>43,558.12</u></u>

Martha reported that the \$4033 NdL LG fee payment was received only in Jan 12, 2016, after some delays in bank transfer. This is shown on the Balance Sheet as a receivable.

In discussion, Kabir welcomed the 5% increase in Leaders Guild membership totals, noting that this represents income of ca 10,000 dollars which may not be being collected. Worldwide fees received stand at about 67% of budget for 2015 and 2014, and Munir commented that this is a realistic outcome in the worldwide area, covering Latin America and Russia in particular. Aziz agreed to look at this further.

3. Dargah fund-raising

Kabir outlined the approach from Sufi Ruhaniat International about access to leaders guild members in support of fund-raising for the construction of Murshid SAM's dargah at Lama Foundation. 300,000 dollars still need to be found, for a 2017 planned completion date. In discussion, it was agreed unanimously that we can make our bulk email service available for a suitable one-time mailing to leaders guild members; Arjun noted that for Latin America an appeal for crowd funding, and publicity via Facebook might be more effective than emails.

4. Executive Director's report

4.1 A big thank you to Munir, Martha, Darvesha, Kabir and Maris for all their support as Aziz finds his feet.

4.2 Guidance Council have agreed updates for the Leader Guidelines. These are currently out for translation, and should form part of the next newsletter in maybe March, along with a reminder on the use of the DUP logo.

4.3 DUPUK is in a fluid state. Constitutional discussions continue on the role of dancers and leaders in the UK network. Saadi and Tansen favour a focus on Leaders Guild members, but the current UK Guidance Panel are still discussing this. One mentor has left DUPUK and now pays fees to DUPI direct, but it is not clear that others will follow suit. Aziz will keep the Board updated.

4.4 Induction, and Aziz's IT learning curve

OK: website update (with some help)

- bulk emails with Constant Contact

- database (with help)

- events calendar maintenance

- translations

- codeguard (website backup)

- LG fees protocol

- Quickbooks, finance

Still to explore:

- dance library maintenance

- newsletter

Work in progress:

- database.

Aziz wants to make contact with translators and regions by skype fairly soon, to get a better understanding of the full family.

In discussion, Munir offered continued help with technology and orientation, for which Aziz is very grateful.

5. Guidance Council report

Darvesha reported on the update to Leaders' Guidelines, which are currently in translation; GC is currently discussing how best to engage mentors with these, and may initiate regular tele-conferences with mentors.

6. April annual meeting, 2016

Kabir will implement the nomination process for Board appointments, and liaise with Pir Shabda. Arjun and Maris confirmed they are happy to stand for re-election, and Munir will be nominated for the Board.

7. Proposed dates of future BoD meetings:

- Board meeting 9 Feb
- (Admin Committee 15 March for a) Board meeting on 12 April
- (Admin Committee 7 June for a) Board meeting on 14 June
- (Admin Committee provisionally 20 Sept for a) [Board meeting on 27 Sept](#)
- (Admin Committee 8 November for a) Board meeting on 22 November

8. Goals and Activities for 2016

In December 2016 the Board adopted the following goals for 2016:

1 Continue to develop the organisation development plan put forward in 2014:

<http://www.dancesofuniversalpeace.org/planning2014.shtm>

2 Add one new member to the DUP International Board of Directors

3 Complete succession plan for Executive Director, including orientation and support for the new person.

4. Implement the Leaders Guild fee increase to \$36 that begins in 2016; this includes special billing to those with recurring fee payments to have them cancel existing payments of \$30 and create a new payment of \$36.

5 Continue to build leader resources on the website in all supported languages. This could include adding dance write ups to the German and Dutch websites, completing the German Foundation Dances and Walks manual.

In opening discussion, Kabir commented that most of these goals are either completed or well in hand; that Board members collectively represent a considerable resource for communications and development of our goals and priorities. To start a conversation which will be revisited in future BoD meetings, members contributed the following points:

Maris: no urgent need for a communications committee

Darvesha: if a committee, we'd need to be very clear about its purpose and outcomes

Arjun: outreach is still very important to him, he does what he can across Latin America; an institutional video of the dances might be good, also a world dance circles day; he is now less available given his current commitments at work.

Zarifah: keen to understand how it is for dancers in other parts of the world; aware how rapidly communications are changing with technology; relocating to Seattle, so very busy in the short term.

Rashid: thanked Arjun for his outreach via Facebook; keen to have good communications round the periphery as well as from/to the 'centre'; keen to record the work and wisdom of an older generation who may be passing from us before long; in NZ the dance community raises funds for outreach from local activities; and Facebook is used well.

Munir: vital to convey the transmission of the dances, our core purpose is around the potential of the dances for spiritual awakening; scope for developing dues invoicing by cellphone.

Aziz: are we missing communications with younger members or potential members who may use social networking more than we do for communicating about the dances?

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There being no other business, the meeting adjourned at 16.20 MST.